



## District Forester

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in forestry and experience equivalent to four years of professional forestry work, one year of which must involve supervisory or program management experience.

**Substitution of Graduate Education for Experience:** Additional qualifying graduate course work in forestry may substitute for the required non-specialized experience, on a year-for-year basis, to a maximum of one year (e.g., 36 graduate quarter hours in forestry may substitute for one year of the required experience).

Other Requirements:

**Necessary Special Qualifications:** A valid vehicle operator's license may be required for employment in some positions.

**Examination Method:** Education and Experience, 100%, for Career Service positions.

Job Overview: **Summary:** Under general supervision, is responsible for professional forestry work of considerable difficulty in management of programs or budgets, and performs supervisory work of considerable difficulty in directing professional staff in a multi-county district; and performs related work as required.

**Distinguishing Features:** An employee in this class manages district forestry programs, functions, personnel, budgets, equipment, and facilities in a multi-county district, supervising Forestry Program Specialists and Foresters 1, 2 and/or 3. This class differs from Forestry Program Specialist in that an incumbent of the latter is not responsible for management of budgets and personnel and does not generally contribute to policy development. This class differs from Forestry Mgmt Administrator in that an incumbent of the latter is responsible for the management of statewide forestry programs and budgets having significant impact on the mission of the overall agency.

Work Activities: 1. Oversees the delivery of all state forestry services at the district level; reviews forest management and fire prevention plans for compliance with fire laws and

state and federal forestry guidelines including timber production, recreation, water quality, wildlife management, and forest research; outlines procedures for implementing district programs; evaluates technical forestry data and information to ensure that programs such as landowner assistance, fire management, or state forest activities are meeting district goals; coordinates district activities by reviewing needs of forest users and checking to verify that needed resources are available for urban and state forest resource protection and management, forest business assistance, reforestation, and education; allocates equipment, personnel, and other resources to programs; enforces forest management and fire protection policies and procedures to ensure staff is trained and public safety is maintained; advises field staff and the general public on technical forestry information.

2. Manages professional and technical district forestry personnel; prioritizes the use of personnel and equipment in order to accomplish forestry tasks; assigns duties based upon available resources and forestry needs; makes personnel decisions related to employee selection and termination; interviews job applicants; recommends salaries for staff; evaluates staff performance based on established criteria; provides feedback to improve work performance; implements disciplinary actions; checks training records to ensure staff are trained according to forest industry standards; may coordinate the activities of outside personnel including forestry technicians, fire departments, and other state and federal agencies assigned to the work unit during emergency situations.

3. Manages district forestry assets including forest resources, equipment, vehicles, and facilities; identifies district financial needs in order to make discretionary budget recommendations through the use of staff feedback, status of equipment and facilities, and budgetary forecasts; reviews and approves purchase orders, requisitions, and expenditures for maintenance and repair of vehicles, buildings, and equipment; recommends the amount of financial resources necessary to operate a district; allocates budgets and resources to accomplish program goals; authorizes expenditures for goods and services; reviews records to ensure that funds are properly deposited; monitors business processes to ensure the district is operating within budgetary constraints; reviews timber sales information to verify that timber volumes and appraisals are accurate, that sales are advertised in approved manners, and that bid openings are conducted as required.

4. Participates in long-range planning and development of district objectives, policies, programs, procedures, and performance measures to ensure division services are effectively and efficiently delivered; identifies critical issues within technical forestry information including program-relevant statistics, program evaluation data, operational cost data, statistical performance data, and landowner statistics to indicate whether forestry resources are being efficiently used to address business needs; identifies district trends; discusses minimum standards for the level of services delivered; develops annual work plans to meet objectives; develops policies and procedures for multiple programs within the district; proposes adjustments in programs based on projected needs for the future.

5. Establishes an information network among stakeholders such as federal and state agencies, community and civic organizations, and private landowners; makes presentations and demonstrations on services available from the division of forestry; justifies the need for forestry initiatives to stakeholders; attempts to resolve conflicts at a local level by discussing sensitive forestry issues; interacts with law enforcement agencies to control illegal burning activities; informs local groups of the benefits and costs of district forestry initiatives.

6. Coordinates services within a district in emergency situations such as fires, floods, tornados, and other natural disasters; allocates resources to manage search and rescue operations in a district; communicates with state and federal agencies to pool resources and coordinate activities; organizes and conducts fire control activities which include equipment coordination, aerial detection of fires, and the supervision of employees involved in the suppression of fires; acquires appropriate equipment for personnel; ensures that food and lodging is available for staff; ensures that prescribed burns are conducted in such a way as to keep the fire and smoke from being a hazard; evaluates weather conditions to determine the level of risk for fires.

7. May serve as a non-commissioned Peace Officer; enforces the rules and regulations of state forests; responds to complaints from state forest users by checking to see if laws or rules are being violated; observes forest activities that violate fire laws or state forest rules and regulations; explains to forest users how they are violating rules and regulations; issues citations.

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*